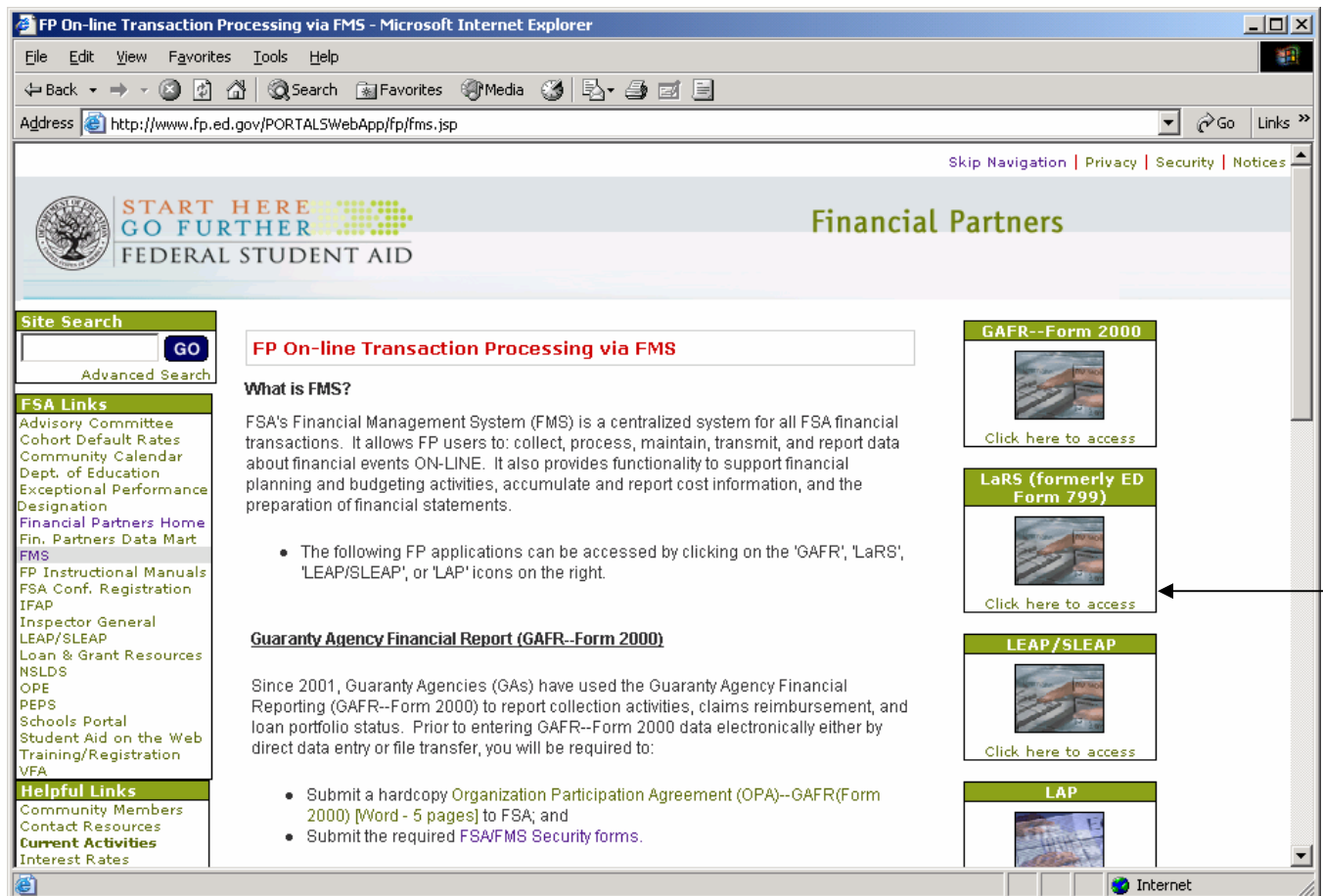


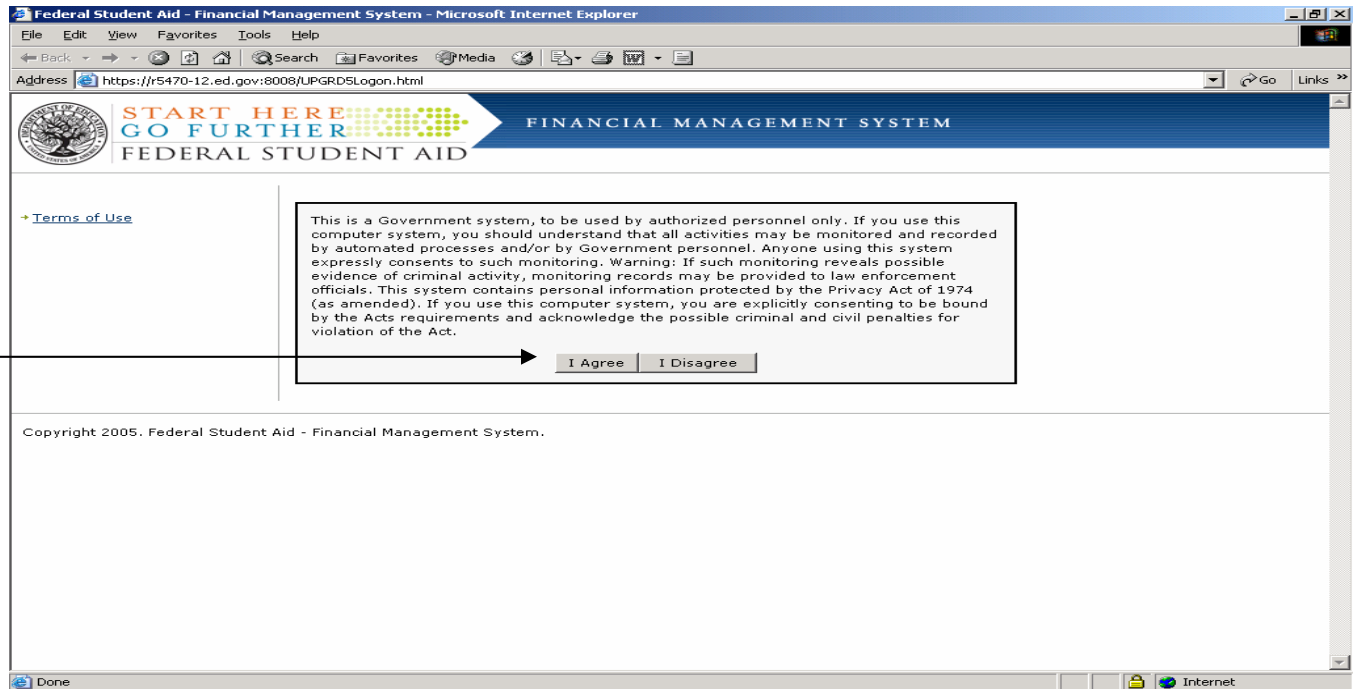
How to Run a Lender Search Report - Lenders

1. Access the Lenders Reporting System (LaRS) by clicking on the following url link:

<http://www.fp.ed.gov/PORTALSWebApp/fp/fms.jsp>



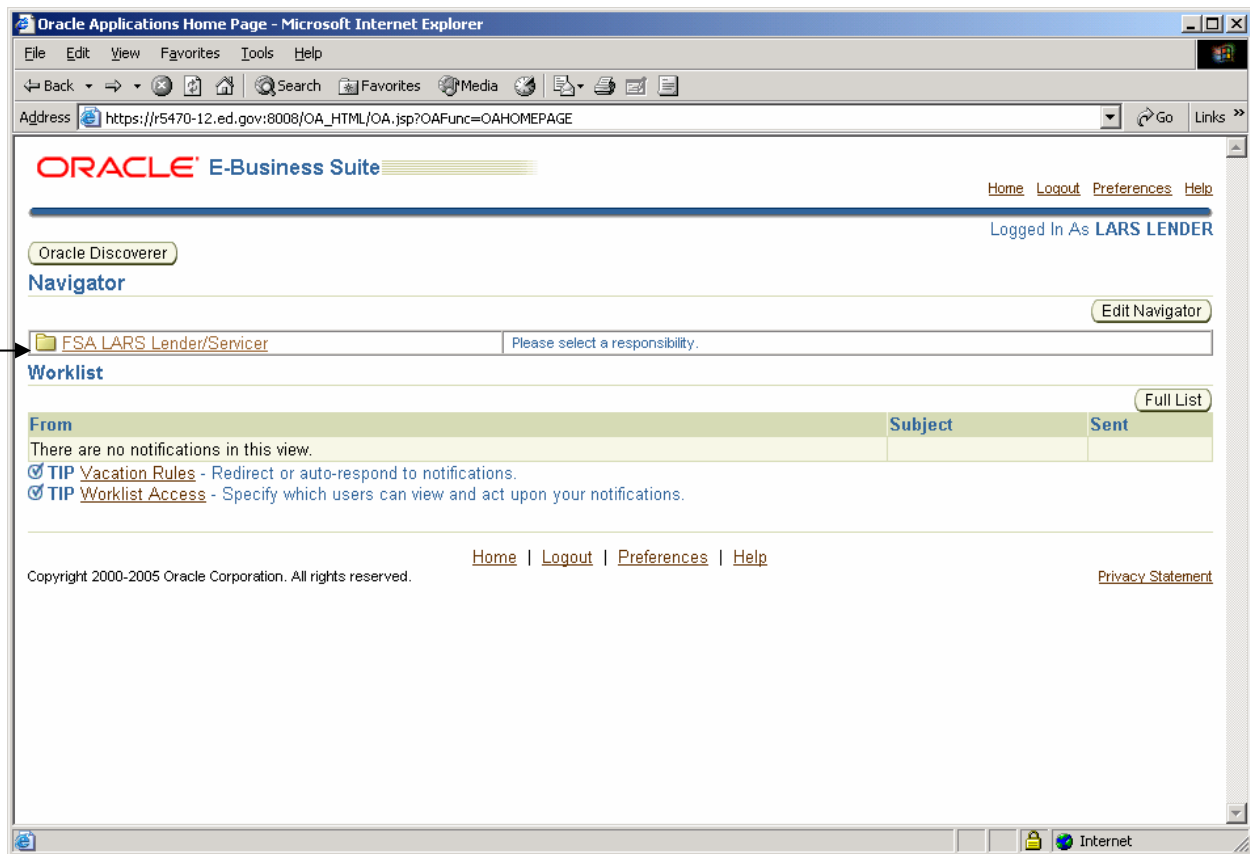
2. Click on the 'LaRS (formerly ED Form 799)' link on the right-hand side of the web page to access the LaRS application.



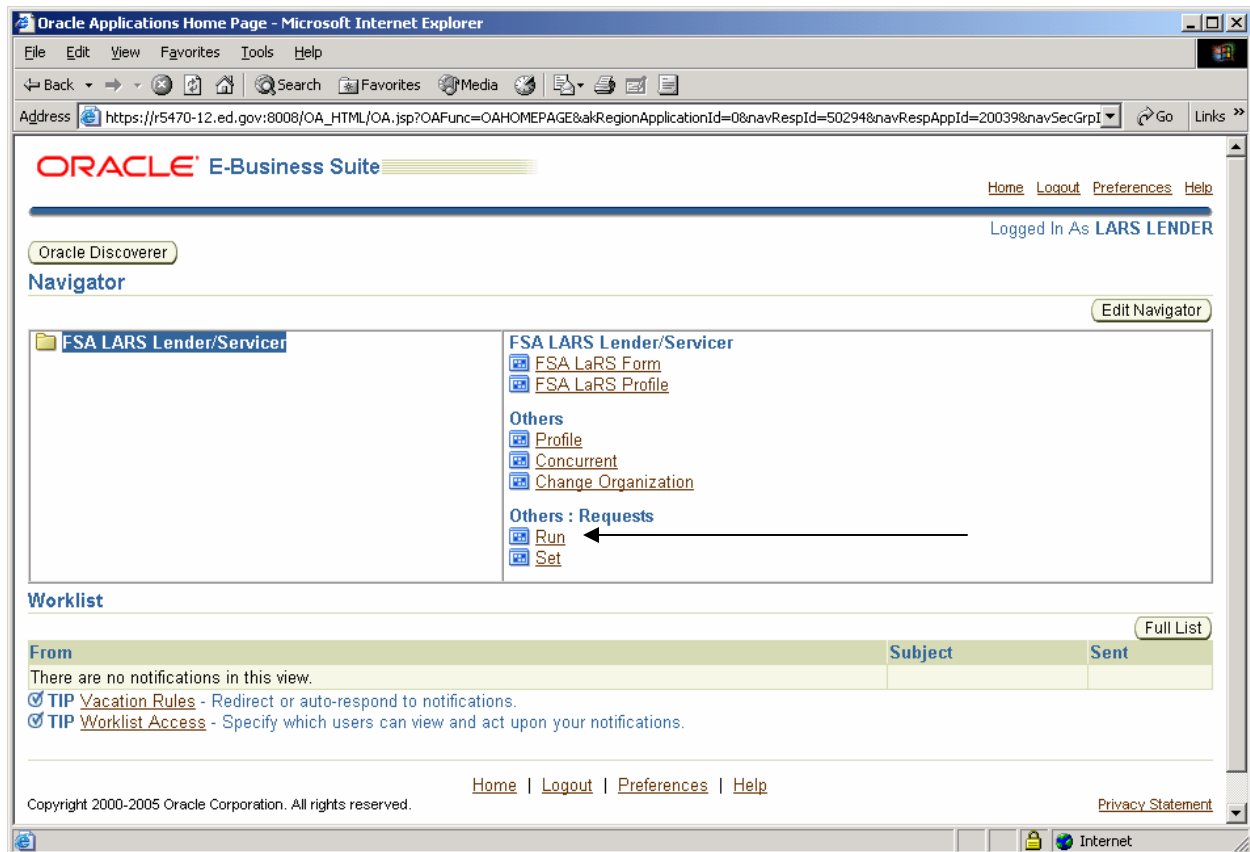
3. After clicking on the LaRs link the following message regarding the Terms of Use appear. Please read and click on the 'I Agree' button.

The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "Login - Microsoft Internet Explorer". The address bar shows the URL: https://r5470-12.ed.gov:8008/OA_HTML/AppsLocalLogin.jsp?requestUrl=APPSHOMEPAGE&cancelUrl=https%3A%2F%2Fr5470-12.ed.gov%3A8008%2Foa_servlets%2Ffora. The page header features the Federal Student Aid logo on the left, the text "START HERE GO FURTHER FEDERAL STUDENT AID" in the center, and "FINANCIAL MANAGEMENT SYSTEM" on the right. Below the header, the word "Login" is displayed. The login form contains two input fields: "Username" and "Password", followed by a "Login" button. At the bottom of the page, a copyright notice reads: "Copyright 2004 Oracle Corporation. All rights reserved."

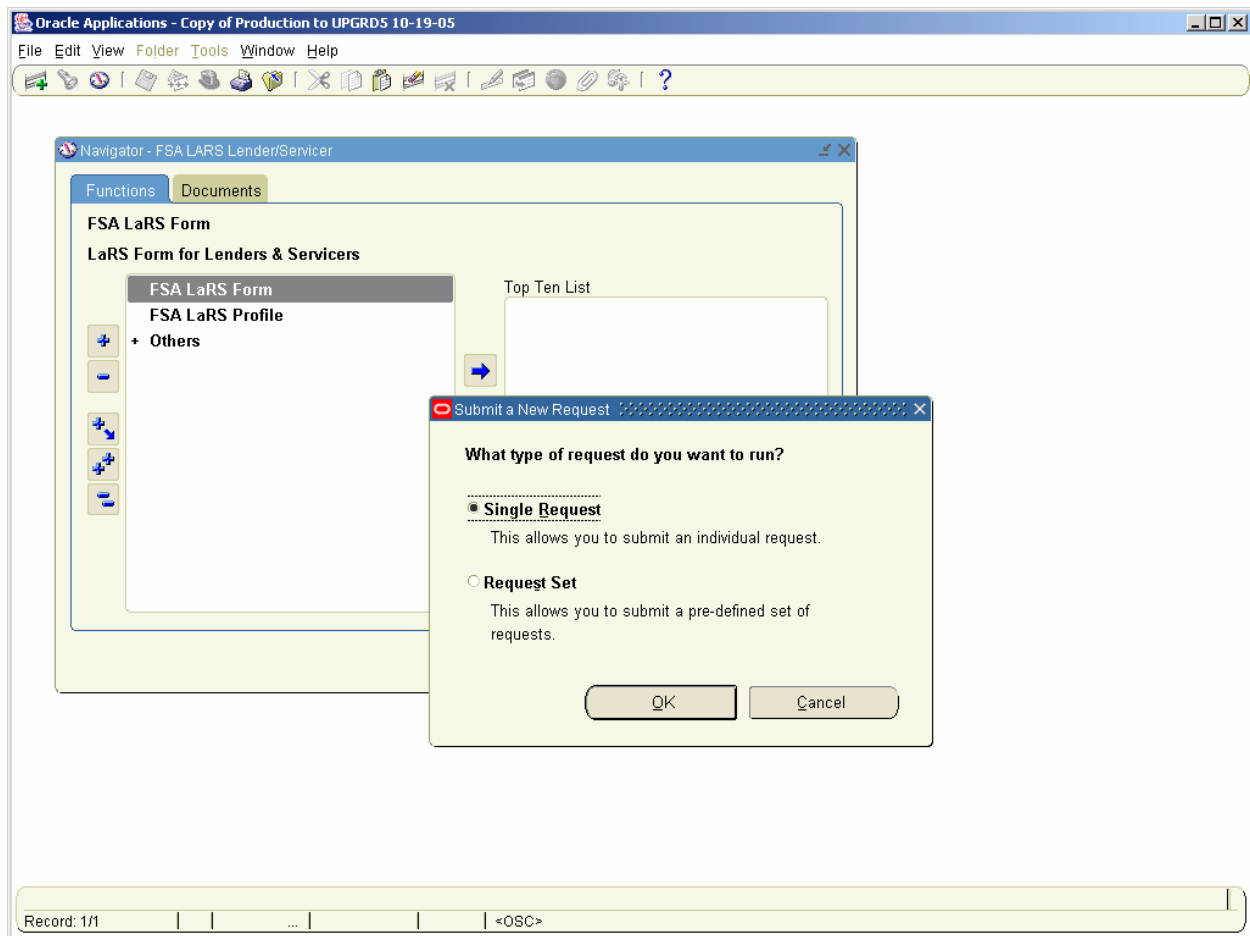
4. After clicking '**I Agree**', the login screen will appear.
 - a. Enter the username assigned to you by FSA FMS Operations in the **User Name** field.
 - b. Enter your password in the **Password** field.
 - c. Click on the **Login** button.



5. Once your login has been verified, double-click on '*FSA LARS Lender/Service*' to select a responsibility.



6. Under the heading *Others: Requests*, double-click on 'Run'.

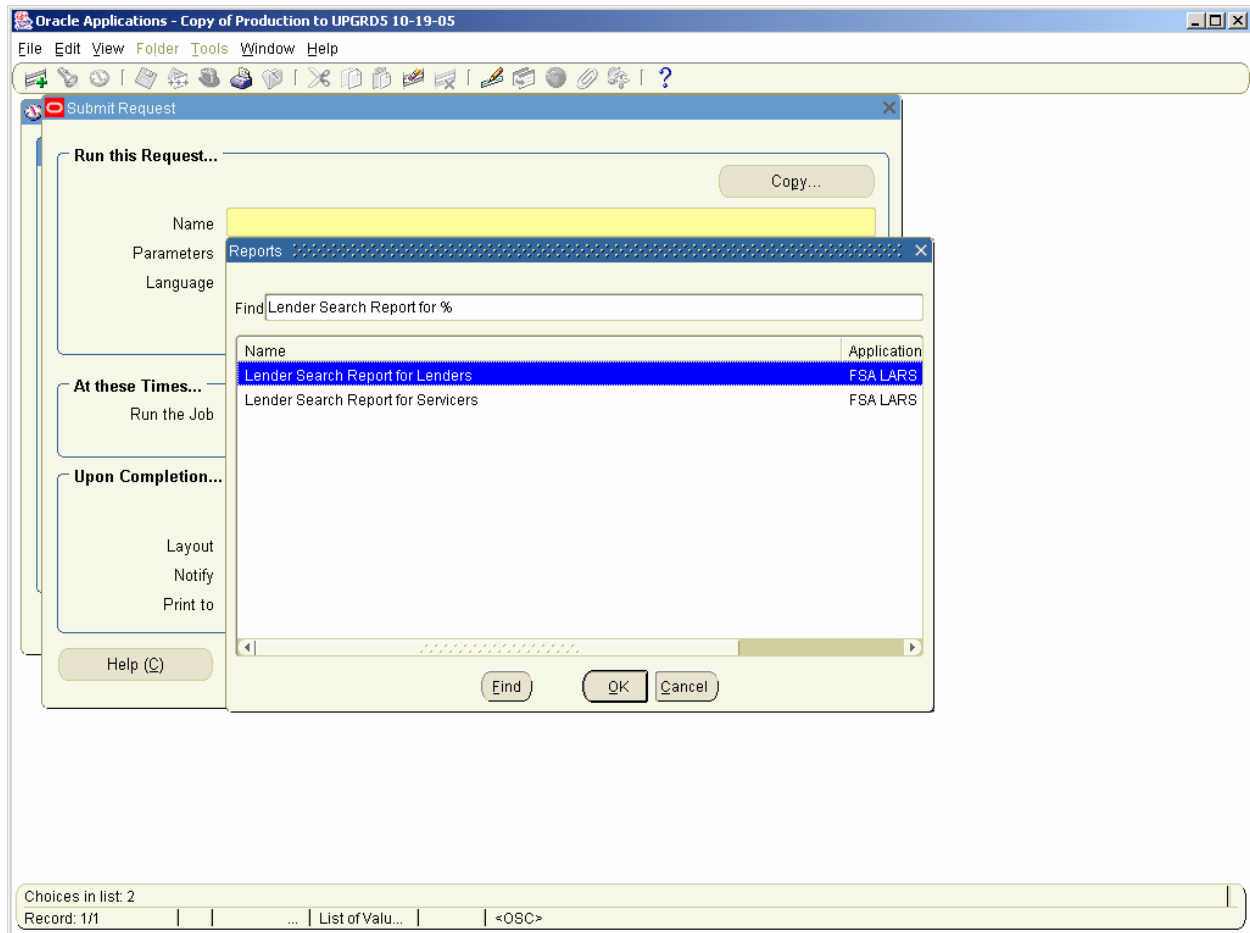


7. After double-clicking on 'Run' the *Submit a New Request* window will appear. Click on the 'OK' button.

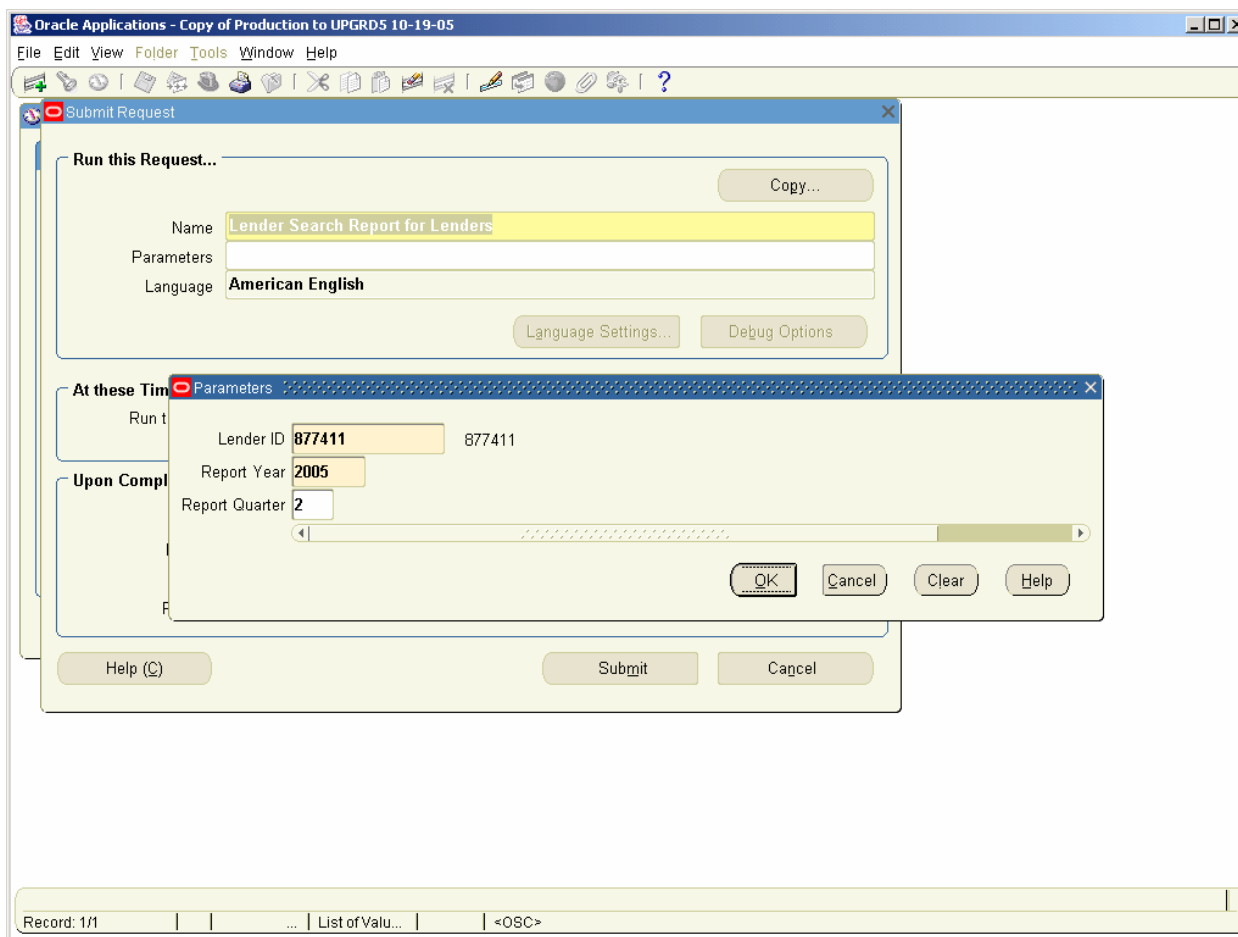
The screenshot shows a 'Submit Request' dialog box with the following sections and controls:

- Run this Request...**
 - Name:** A text field with a yellow background and a small '...' button to its right. An arrow points to this button with the text 'Click on List of Values (LOV) Button'.
 - Parameters:** A text field.
 - Language:** A text field.
 - Buttons:** 'Copy...' (top right), 'Language Settings...' (bottom left), and 'Debug Options' (bottom right).
- At these Times...**
 - Run the Job:** A dropdown menu showing 'As Soon as Possible'.
 - Button:** 'Schedule...' (right).
- Upon Completion...**
 - Checkbox:** ☒ 'Save all Output Files'.
 - Layout:** A text field.
 - Notify:** A text field.
 - Print to:** A text field.
 - Button:** 'Options...' (right).
- Footer:** 'Help (C)' (left), 'Submit' (center), and 'Cancel' (right).

8. After clicking on OK, the *Submit Request* window will appear. Place your cursor in the *name field* and click on the list of values button.



- After clicking on the list of values button, the *Reports* window will appear with the name '*Lender Search Report for Lenders*' highlighted. Click 'OK'.



9. Next the *Parameters* window will appear.
 - A. In the **Lender ID** field, enter your lender id number.
 - B. In the **Report Year**, enter the year of the reported 799 that you want to view.
 - C. In the **Report Quarter**, enter the quarter (1,2,3 or 4) of the reported 799 you want to view. Or you can leave this field blank and all the quarters for the Report Year will display on the report.
 - D. Click the **OK** button.

Oracle Applications - Copy of Production to UPGRD5 10-19-05

File Edit View Folder Tools Window Help

Submit Request

Run this Request...

Name **Lender Search Report for Lenders** Copy...

Parameters **877411:2005:2**

Language **American English** Language Settings... Debug Options

At these Times...

Run the Job **As Soon as Possible** Schedule...

Upon Completion...

☒ Save all Output Files

Layout

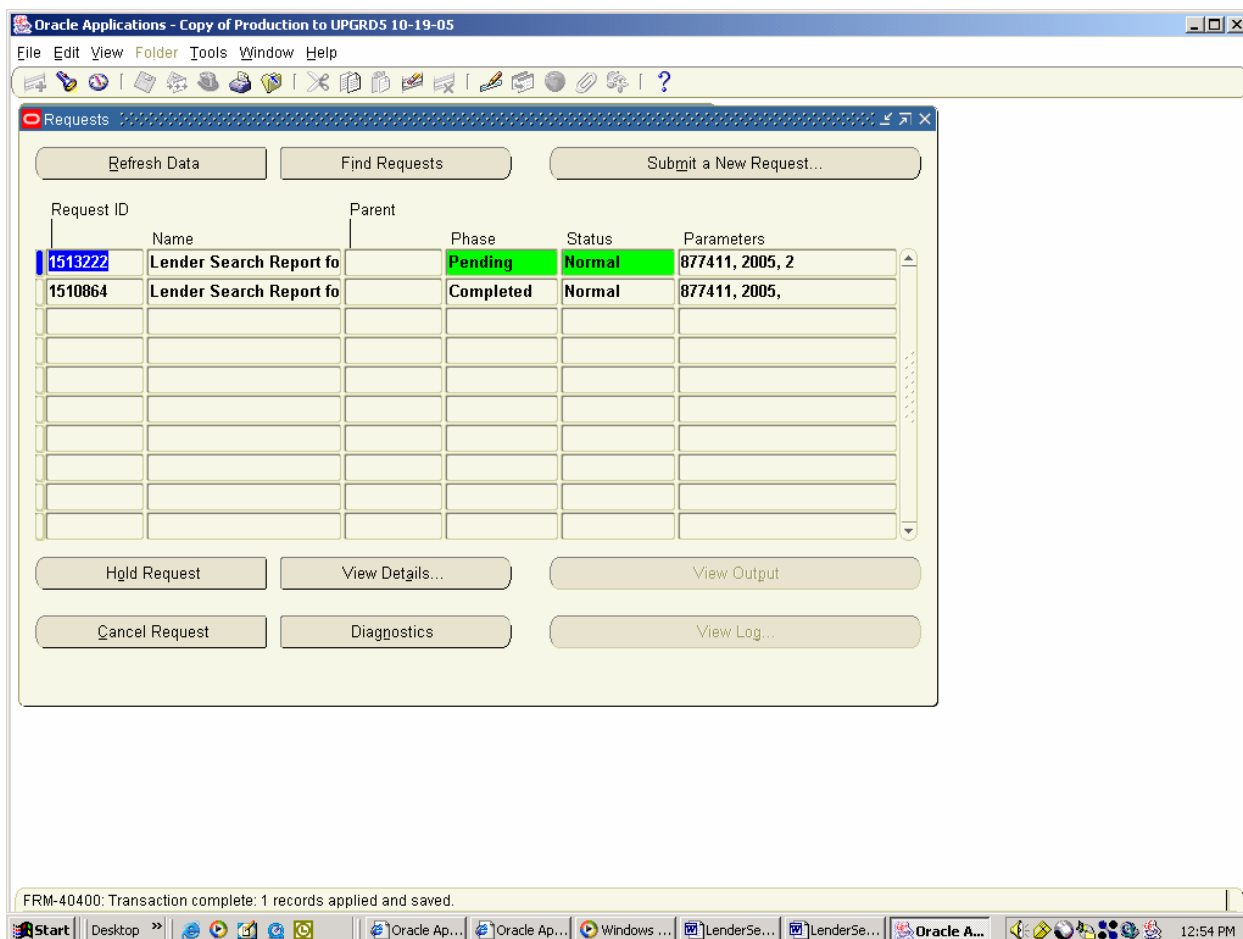
Notify

Print to **noprint** Options...

Help (C) Submit Cancel

Record: 1/1 | | | | | <OSC>

11. Click on the '**Submit**' button to run the report.



- The *Request* window will appear. Click on the **Refresh Data** button until the **Phase** column for this report indicates **Completed** and the **Status** column indicates **Normal**. (Note: this report should take approximately one minute to run).

Request ID	Name	Parent	Phase	Status	Parameters
1513222	Lender Search Report fo		Completed	Normal	877411, 2005, 2
1510864	Lender Search Report fo		Completed	Normal	877411, 2005,

13. Click 'View Output' to view the report.

http://r5470-11.ed.gov:8008/OA_CGI/FNDWRR.exe?temp_id=1048355993 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://r5470-11.ed.gov:8008/OA_CGI/FNDWRR.exe?temp_id=1048355993

RUN DATE: 10/06/05

U.S. DEPARTMENT OF EDUCATION
FEDERAL FAMILY EDUCATION LOAN PROGRAM
INTEREST PAYMENTS SUBSYSTEM
LENDER SEARCH REPORT

LENDER: 877411 DUMMY LID FOR ED ACCTG FFELP ADMIN USE ONLY WASHINGTON

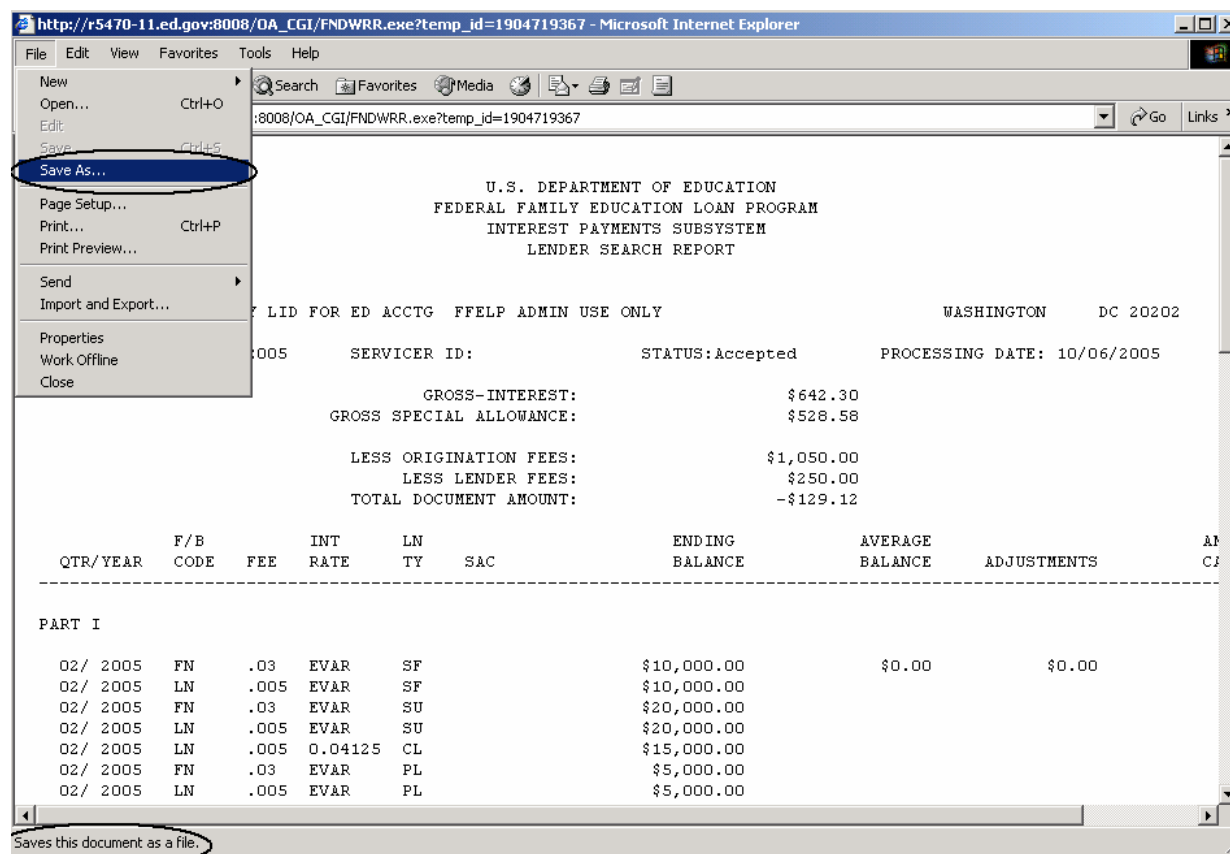
SUMMARY FOR: 2 / 2005 SERVICER ID: STATUS: Accepted PROCESSING DATE: 10/

GROSS-INTEREST: \$642.30
GROSS SPECIAL ALLOWANCE: \$528.58
LESS ORIGINATION FEES: \$1,050.00
LESS LENDER FEES: \$250.00
TOTAL DOCUMENT AMOUNT: -\$129.12

QTR/YEAR	F/B CODE	FEE	INT RATE	LN TY	SAC	ENDING BALANCE	AVERAGE BALANCE	ADJUSTMENT
PART I								
02/ 2005	FN	.03	EVAR	SF		\$10,000.00	\$0.00	\$0.0
02/ 2005	LN	.005	EVAR	SF		\$10,000.00		
02/ 2005	FN	.03	EVAR	SU		\$20,000.00		
02/ 2005	LN	.005	EVAR	SU		\$20,000.00		

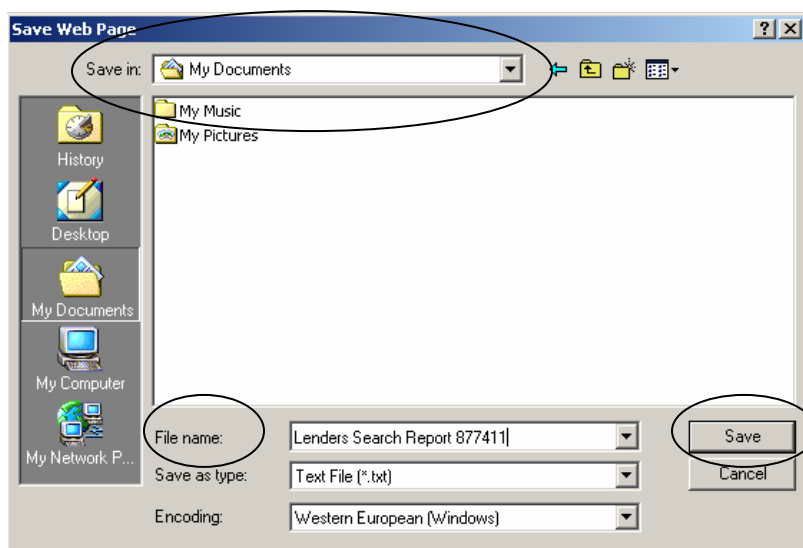
Done Internet

14. The report will be open in the web browser.



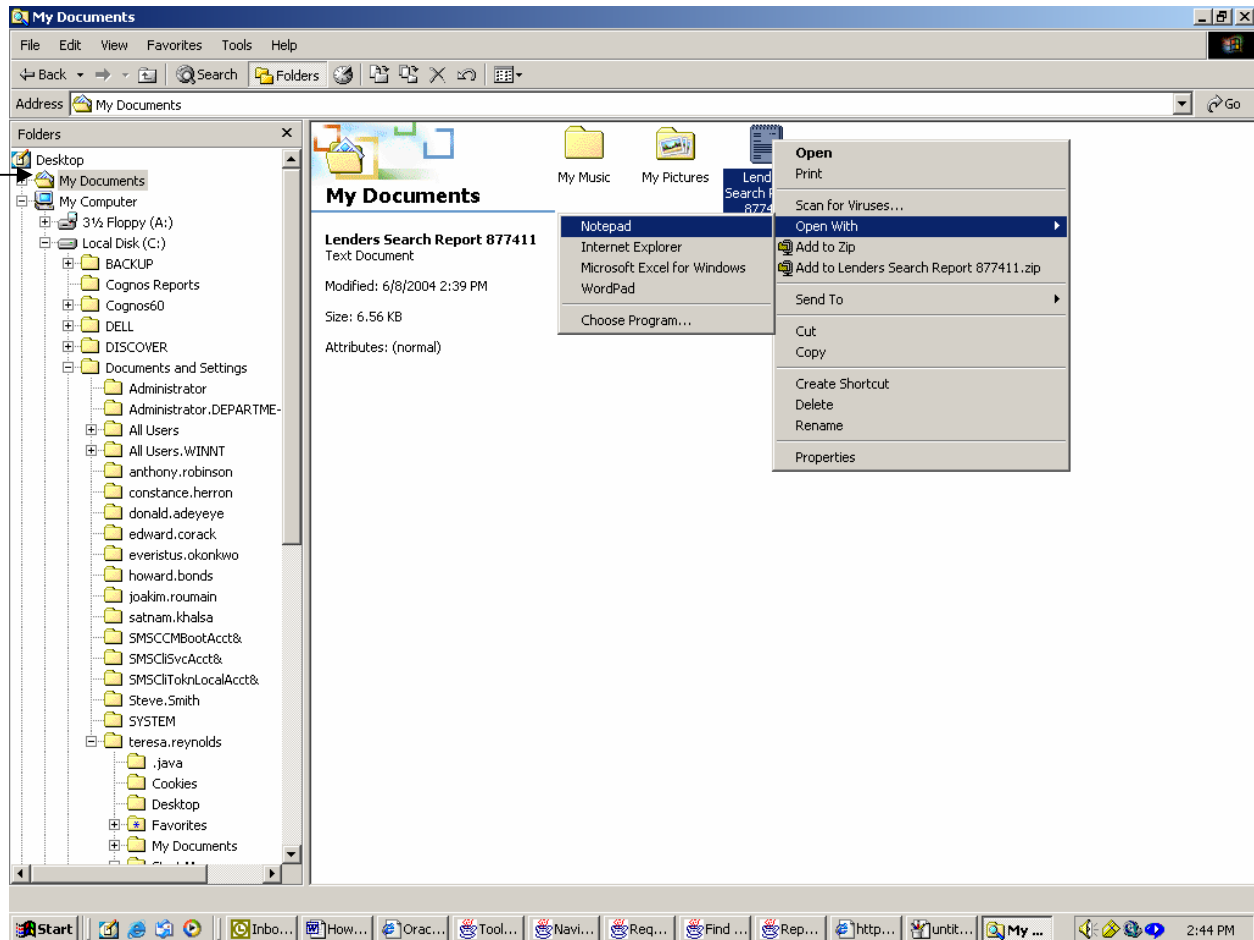
15. From the web browser, select File > Save As from the menu bar.

16. In the *Save Web Page* window, select a folder to save the report in on your hard drive. Name the report in the **File Name** field and then click on the **Save** button. Be sure the save as type is 'Text File'.



17. Right click on the **Start** button in the bottom left-hand corner of your screen and select **"explore"**.





18. Open the folder where the report was saved, right-click on the file, select **Open With** and then select **Notepad**.

Lenders Search Report 877411 - Notepad

File

Edit

Format

Help

New

Ctrl+N

Open...

Ctrl+O

Save

Ctrl+S

Save As...

Page Setup...

Print...

Ctrl+P

Exit

U.S. DEPARTMENT OF EDUCATION

FEDERAL FAMILY EDUCATION LOAN PROGRAM

INTEREST PAYMENTS SUBSYSTEM

LENDER SEARCH REPORT

Y LID FOR ED ACCTG FFELP ADMIN USE ONLY

WASHINGTON DC

2004

SERVICER ID:

STATUS:Accepted

PROCESSING DATE: 06/03/2

GROSS-INTEREST:

\$690.35

GROSS SPECIAL ALLOWANCE:

\$0.00

LESS ORIGINATION FEES:

\$0.00

LESS LENDER FEES:

\$0.00

TOTAL DOCUMENT AMOUNT:

\$690.35

QTR/YEAR

F/B CODE

FEE

INT RATE

LN TY

SAC

ENDING BALANCE

AVERAGE BALANCE

ADJUSTMENTS

PART I

01/ 2004

LD

.005

EVAR

SF

\$1,326.00

\$0.00

\$0.00

01/ 2004

LN

.005

EVAR

SF

\$1,326.00

01/ 2004

FD

.03

EVAR

SF

\$1,326.00

01/ 2004

FN

.03

EVAR

SF

\$1,326.00

PART I TOTAL

PART II

01/ 2004

BC

.0346

SF

\$18,809.00

\$18,921.00

\$0.00

01/ 2004

BC

.0426

SF

\$17,424.00

\$19,540.00

01/ 2004

BC

.0486

SF

\$24,545.00

\$25,159.00

01/ 2004

BC

.08

SF

\$836.00

\$835.00

PART II TOTAL

PART III

01/ 2004

BC

EVAR

SF

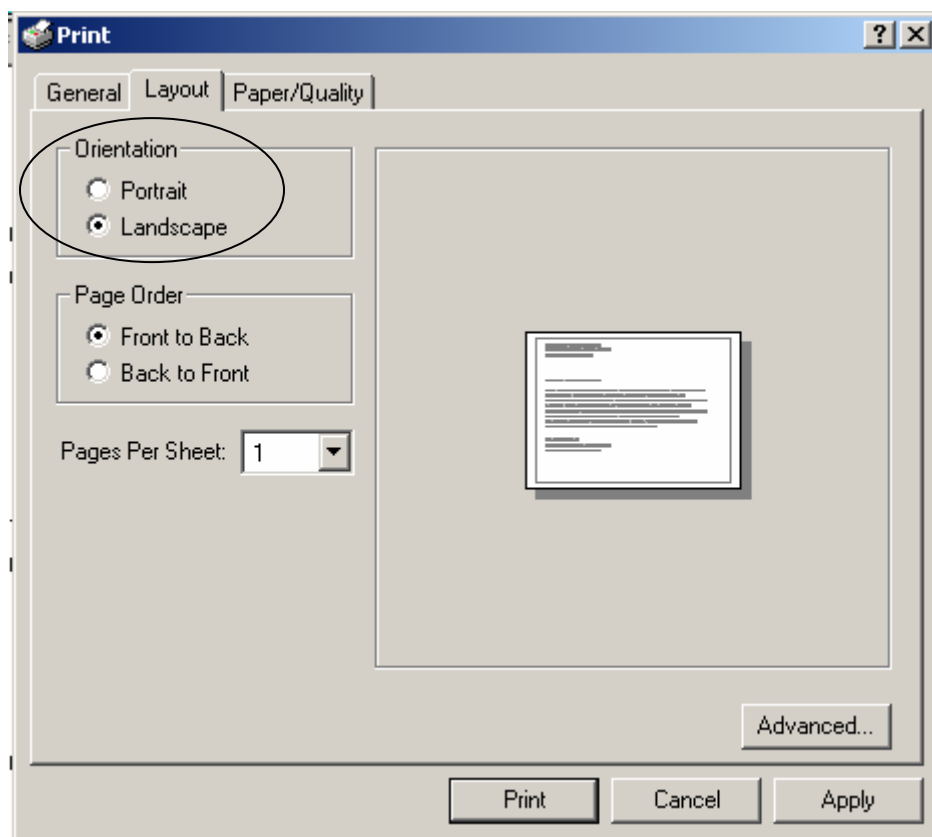
SE

\$67,191.00

\$70,481.00

- Once the document is open in Notepad, select **File > Print** from the menu bar.

NOTE: This screen may look different on your computer due to configuration differences.



20. In the *Print* window, click on the **Layout** tab and change the **Orientation** from Portrait to Landscape. Click on the **Print** button to print to kick off the print job.